

Business Partner B1+

Use of English

GRAMMAR Choose the correct option. (15 points)

- 1 What _____ when you graduate from university and get your diploma in two years' time?
A are you doing B are you going to do C do you do
- 2 I've just seen the weather forecast. It _____ tomorrow so we'll stay home and study for our exam.
A is going to rain B is raining C rains
- 3 _____ we don't have meetings very often, our team communicates very well and we are always on the same page.
A However B Although C Nevertheless
- 4 To break the ice, you should ask your guest simple questions, _____, *Did you have a good flight?* or *Is it your first time here?*
A for instance B as well as C in addition
- 5 We'd like to know _____ to work abroad at least three months in a year.
A if you are willing B are you willing C you are willing
- 6 Could you tell me _____ for your degree in management?
A where did you study B where you studied C where have you studied
- 7 Melanie _____ late for work if she wants to be promoted and get a pay rise.
A doesn't have to be B should be C mustn't be
- 8 You _____ take extra insurance, but it is recommended.
A don't have to B mustn't C shouldn't
- 9 Something _____ before the situation gets out of control.
A has to do B must do C must be done
- 10 The annual report _____ by the CEO at the next week's meeting.
A will be presenting B will be present C will be presented
- 11 At his job interview, Paul was asked _____ any foreign languages except for English.
A did he speak B if he is speaking C if he spoke
- 12 "This is my first visit to the United States," Keith said to the immigration officer.
Keith told the immigration officer that it _____ his first visit to the United States.
A has been B had been C was
- 13 When we entered the conference room, the presentation _____ and everybody was listening.
A had already started B already had started C has already started
- 14 The new product _____ very well when suddenly it all went wrong.
A has sold B was selling C has been selling
- 15 We really liked the candidate _____ application came late.
A which B whose C that

VOCABULARY 1 Choose the correct option. (15 points)

- 1 The main problem here is _____. There's a lot of paperwork and a number of regulations.
A innovation B research C promotion D bureaucracy
- 2 Peter is very _____. He can easily adapt to new situations and can deal with different tasks.
A rude B flexible C casual D reserved
- 3 A(n) _____ is a sign on a product that people can easily recognise.
A logo B slogan C image D figure
- 4 Brand _____ is related to including other types of products in addition to those that have been traditionally associated with that brand.
A endorsement B stretching C loyalty D review
- 5 A(n) _____ is someone who is looking for a job.
A employer B employee C worker D jobseeker
- 6 When people apply for a job they usually send a _____ letter along with their CV.
A complaint B reference C covering D capital
- 7 Nike is a major _____ in the clothing industry.
A institution B organisation C image D player
- 8 He is extremely cautious making important decisions. He never takes any _____.
A risks B consideration C account D charge
- 9 Customer _____ is the department of the company that deals with people's complaints.
A staff B relations C service D centre
- 10 In the past most parcels were delivered by the _____ service.
A postage B posted C posterity D postal
- 11 These days people find it more convenient to use collection _____ to pick up their packages.
A boxes B service C lockers D device
- 12 We _____ twenty printers for our company last month. Unfortunately, some of the machines were badly damaged.
A demanded B instructed C ordered D asked
- 13 Simon is _____ in both Spanish and Italian. He speaks these languages very well.
A fair B command C fluent D native
- 14 Paul is not very _____. He prefers to be on his own.
A sociable B companion C quiet D individual
- 15 I find it difficult to _____ with stress.
A cope B handle C solve D tolerate

VOCABULARY 2 Match the words/expressions and the definitions. There are two extra words you do not need to use. (10 points)

angels	asset	cliché	congested	core	crowdfunding	delegate
	emerging	entrepreneur	millennials	prioritise	upmarket	

- too blocked or crowded and causing difficulties: _____
- people born between the years of 1980 and 1995, also known as Generation Y: _____
- growing and developing, starting to exist: _____
- to give a particular job, duty, right, etc. to someone else so that they do it for you: _____
- the use of small amounts of capital from a large number of individuals to finance a new business venture: _____
- someone who starts their own business, especially when this involves seeing a new opportunity: _____
- an idea or phrase which has been used so much that it is no longer interesting or effective or no longer has much meaning: _____
- the basic and most important part of something: _____
- a useful or valuable quality, skill, or person: _____
- to decide which of a group of things are the most important so that you can deal with them first: _____

VOCABULARY 3 Fill in the gaps in the sentences using the words given below. There are two extra words you do not need to use. (10 points)

charge	convenience	devalue	dispatch	flat	further
internship	loyalty	pitch	placement	retail	venture

- The marketing department decided that product _____ was the best way to strengthen the brand so you may see our products on TV sometimes.
- The Sales Director wants to export goods _____ afield and is targeting Asian markets.
- They did not want to _____ into any new markets until they were sure that the product was perfect.
- A(n) _____ organization (also known as horizontal organization) has an organizational structure with few or no levels of middle management between staff and executives.
- The company offers a(n) _____ during which you will get practical experience in a job during the summer holiday.
- We offer large parking lots for customers' _____.
- Brand _____ is defined as dedication to purchase the same product or service repeatedly now and in the future.
- The _____ should be clearly explained to the investors in a short time. You should know that you only have a few minutes to sell your business idea.
- A person who is in _____ of a particular department at work and oversees the management details in that specific area is often called a supervisor.
- If you _____ a message, letter, or parcel, you send it to a particular person or destination.

KEY

GRAMMAR

1 B	6 B	11 C
2 A	7 C	12 C
3 B	8 A	13 A
4 A	9 C	14 B
5 A	10 C	15 B

VOCABULARY 1

1 D	6 C	11 C
2 B	7 D	12 C
3 A	8 A	13 C
4 B	9 C	14 A
5 D	10 D	15 A

VOCABULARY 2

1 congested	5 crowdfunding	9 asset
2 millennials	6 entrepreneur	10 prioritise
3 emerging	7 cliché	
4 delegate	8 core	

VOCABULARY 3

1 placement	5 internship	9 charge
2 further	6 convenience	10 dispatch
3 venture	7 loyalty	
4 flat	8 pitch	